

Direct Payment Vouchers

The following have been identified as items that may be presented directly to the Business Office for payment using a Direct Payment Voucher (DPV). These items do not involve the Purchasing Office or require a Purchase Order or Purchase Requisition to order from the vendor:

- a. Registration fees for conferences, seminars and workshops (These can be paid for using the University Procurement Card or processing a DPV).
- b. Umpire/Officials fees for referring sporting events.
- c. Memberships (These can be paid for using the University Procurement Card or processing a DPV).
- d. Overnight hotel lodging (paid on behalf of an official University guest).
- e. Fees for performers and entertainers.
- f. Business meal reimbursements.
- g. Fees for Guest Lecturers.
- h. Subscriptions and Periodicals (unless a Purchase Order is required - may also be purchased using the University Procurement Card).
- i. Filing fees for work to be performed on buildings (i.e., Texas Department of Health).
- j. Professional registration/license fees (excluding software licenses).
- k. Postmaster-Permit, bulk rate fees and meter charges.
- l. Insurance premiums.
- m. Bus charters (unless a Purchase Order number is required by the company).
- n. Miscellaneous fees and assessments (i.e., accreditation, royalty, copyright and appraisals).

Questions regarding the use of the Direct Payment Voucher and/or required documentation should be directed to the Business Office.